



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Ordinance 19625

Proposed No. 2023-0197.2

Sponsors Upthegrove and Dembowski

1 AN ORDINANCE approving and adopting the
 2 memorandum of agreement negotiated by and between
 3 King County and Professional and Technical Employees,
 4 Local 17 (Representing Employees in the Departments of
 5 Public Health and Community and Human Services),
 6 Service Employees International Union, Local 925
 7 (Involuntary Commitment Specialists - Mental Health,
 8 Department of Community & Human Services), and
 9 International Brotherhood of Teamsters Local 117 (Joint
 10 Units Agreement) regarding the June 2023 Behavioral
 11 Health Workforce Stabilization Bonus Program; and
 12 declaring an emergency.

13 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

14 **SECTION 1. Findings:**

15 A. The executive transmitted to the council a memorandum of agreement ("the
 16 MOA") with the International Brotherhood of Teamsters Local 117, the Service
 17 Employees International Union Local 925, and the Professional and Technical
 18 Employees Local 17 to provide hiring bonuses and retention bonuses to employees who
 19 remained employed with the county through December 31, 2023.

Ordinance 19625

20 B. The hiring bonuses and retention bonuses provided for under the terms of the
21 MOA are supported by moneys provided by the Washington state Health Care Authority
22 as a part of its Behavioral Health Workforce Stabilization program.

23 C. Section 5.3.2b. of the Eligible Use Timeframe section of Beneficiary
24 Agreement for the Behavioral Health Workforce Stabilization Funding requires that the
25 county expends all moneys received for this purpose by June 30, 2023.

26 D. According to the executive, ratification of the MOA must be effective on or
27 before June 6, 2023, to ensure that moneys received under the Behavioral Health
28 Workforce Stabilization Funding program can be expended by June 30, 2023.

29 SECTION 2. The memorandum of agreement negotiated by and between King
30 County and Professional and Technical Employees, Local 17 (Representing Employees
31 in the Departments of Public Health and Community and Human Services), Service
32 Employees International Union, Local 925 (Involuntary Commitment Specialists -
33 Mental Health, Department of Community & Human Services), and International
34 Brotherhood of Teamsters Local 117 (Joint Units Agreement) regarding the June 2023
35 Behavioral Health Workforce Stabilization Bonus Program, which is Attachment A to
36 this ordinance, is hereby approved and adopted by this reference made a part hereof.

37 SECTION 3. Terms and conditions of the agreement shall be effective through
38 and including December 31, 2023.

39 SECTION 4. The county council finds as a fact and declares that an emergency

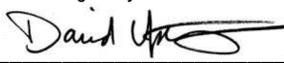
Ordinance 19625

- 40 exists and that this ordinance is necessary for the immediate preservation of public peace,
41 health, or safety, or for the support of county government and its existing public institutions.

Ordinance 19625 was introduced on 5/23/2023 and passed as amended by the Metropolitan King County Council on 6/6/2023, by the following vote:

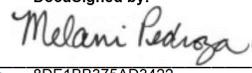
Yes: 8 - Dembowski, Dunn, Kohl-Welles, Perry, McDermott, Upthegrove, von Reichbauer and Zahilay
Excused: 1 - Balducci

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

DocuSigned by:

E76CE01F07B14EF...

Dave Upthegrove, Chair

ATTEST:

DocuSigned by:

8DE1BB375AD3422...

Melani Pedroza, Clerk of the Council

Attachments: A. AGREEMENT BETWEEN KING COUNTY AND PROFESSIONAL AND TECHNICAL EMPLOYEES LOCAL 17, SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 925, INTERNATIONAL BROTHERHOOD OF TEAMSTERS LOCAL 117

19625 ATTACHMENT A

**Memorandum of Agreement
By and Between
King County
Department of Community and Human Service
Behavioral Health and Recovery Division
and
Professional and Technical Employees, Local 17 (Representing Employees in the
Departments of Public Health and Community and Human Services)
and
Service Employees International Union, Local 925 (Involuntary Commitment Specialists -
Mental Health, Department of Community & Human Services)
and
International Brotherhood of Teamsters Local 117 (Joint Units Agreement)**

Subject: Behavioral Health Workforce Stabilization Bonus Program

Background:

The Department of Community and Human Services' (DCHS) Behavioral Health and Recovery Division applied for and has been awarded \$307,186.55 in Washington State Health Care Authority (HCA) Behavioral Health Workforce Stabilization Funding.

The Legislature appropriated the funds for community behavioral health workforce retention and recruitment needs or costs incurred due to the COVID public health emergency.

The funds are exclusively for non-hospital-based community behavioral health treatment agencies licensed as a Behavioral Health Agency. DCHS is prioritizing these funds for the 24 hours a day, seven days a week Designated Crisis Responder (DCR) and Emergency Service Patrol (ESP) teams.

Hiring for direct service staff has been difficult due to ongoing behavioral health workforce shortages and the challenging nature of the work. There are currently 15 open positions on the DCR team.

Retaining the current staff and filling vacancies is critical to improving service delivery, meeting the current HCA CAP requirements outlined for DCRs, maintaining the HCA/King County BH-ASO Contract, and maintaining compliance with Washington Administrative Code (WAC) requirements for DCR and ESP services.

Agreement:

1. This Agreement shall be effective upon ratification by the parties.
2. Behavioral Health Workforce Stabilization Bonus Program ("the program") shall consist of two components:

[060] Professional and Technical Employees, Local 17– Department of Public Health, Community and Human Services

[030] Service Employees International Union, Local 925 - Involuntary Commitment Specialists - Mental Health, Department of Community and Human Services

[461] International Brotherhood of Teamsters Local 117 - Joint Units Agreement

060&030&461U0123

Page 1

a. A one-time \$4,000.00 bonus for all career service DCR and ESP staff in the following job titles:

- i. Involuntary Commitment Specialist (311101)
- ii. Involuntary Commitment Supervisor (311201)
- iii. Chemical Dependency Program Screener (313501)
- iv. Chemical Dependency Program Screener Lead (313901)

b. A one-time bonus of \$5,000 for DCRs who are hired after this agreement is ratified but before June 12, 2023, and who successfully complete probation and attain career service status in the following job titles:

- i. Involuntary Commitment Specialist (311101)
- ii. Involuntary Commitment Supervisor (311201)

3. The \$4000.00 one-time bonus in bullet point 2a shall be paid no later than the payday for the pay period that includes the date on which the ordinance allocating the funds becomes law. The bonus will be included in the regular rate of pay in the pay period in which the one-time bonus is paid.

a. Any employee who receives the \$4000.00 one-time bonus and who separates from employment prior to December 31, 2023, for any reason other than by disability, medical separation, or death, shall be required to return the entire one-time bonus.

4. The \$5000.00 one-time bonus in bullet point 2b shall be paid no later than the payday for the pay period that includes the date on which the ordinance allocating the funds becomes law. The bonus will be included in the regular rate of pay in the pay period in which the one-time bonus is paid.

a. Any employee who receives the \$5000.00 one-time bonus and who separates from employment prior to the completion of their probationary period, for any reason other than by disability, medical separation, or death, shall be required to return the entire one-time bonus.

5. **2023 Short term Temporary (“STT”).** STT Employees working in positions enumerated in 2a above will be eligible to receive a one-time bonus as set forth below and based upon calculating total; hours worked in 2023 through May 31, 2023 as follows:

STT Table	
STT Hours Threshold	Incentive Amount
Worked at least 100 hours in 2023 through 5/31/2023	\$1000.00

[060] Professional and Technical Employees, Local 17– Department of Public Health, Community and Human Services

[030] Service Employees International Union, Local 925 - Involuntary Commitment Specialists - Mental Health, Department of Community and Human Services

[461] International Brotherhood of Teamsters Local 117 - Joint Units Agreement 060&030&461U0123

Worked fewer than 100 hours in 2023 through 5/31/2023	\$200.00
---	----------

Example: An STT who has worked hours during the period January 1, 2023 but left employment prior to May 31, 2023 would receive a bonus based on the amount of hours worked as outlined above.

6. In no event shall an employee who receives a one-time bonus and leaves and returns to DCHS employment as an Involuntary Commitment Specialist, Involuntary Commitment Specialist Supervisor, Chemical Dependency Screener, or Chemical Dependency Screener Lead be eligible for a subsequent bonus through the program.
7. Employees shall sign a promissory note as a condition of the employee receiving any payments as specified in this agreement.
8. All one-time bonuses paid as part of the program shall be subject to all applicable payroll taxes and withholdings.
9. Any disputes regarding the interpretation or application of this Agreement shall be resolved pursuant to the applicable grievance procedure contained in the Parties' collective bargaining agreement.
10. The County may unilaterally end the program bonuses at any time and in no event shall a program bonus be paid after June 30, 2023.

For PROTEC17:

DocuSigned by:

E9FA04DE2B4B46C

 Karen Estevenin
 Executive Director

5/2/2023

 Date

For PROTEC17

DocuSigned by:

240E005FA2364B2

 Youssef El Hamawi
 Union Representative

5/2/2023

 Date

[060] Professional and Technical Employees, Local 17– Department of Public Health, Community and Human Services

[030] Service Employees International Union, Local 925 - Involuntary Commitment Specialists - Mental Health, Department of Community and Human Services

[461] International Brotherhood of Teamsters Local 117 - Joint Units Agreement 060&030&461U0123

For SEIU Local 925

DocuSigned by:
Rion Peoples
80979E5EF744B0
Rion Peoples
Union Representative

5/2/2023
Date

For Teamsters Local 117

DocuSigned by:
John Scarcy
7AD5B391B59D41E
John Scarcy
Secretary Treasurer

5/2/2023
Date

For King County

DocuSigned by:
James Crowe
CC4A46B1BFB9463...
James Crowe
Labor Relations Negotiator

5/2/2023
Date

[060] Professional and Technical Employees, Local 17– Department of Public Health, Community and Human Services

[030] Service Employees International Union, Local 925 - Involuntary Commitment Specialists - Mental Health, Department of Community and Human Services

[461] International Brotherhood of Teamsters Local 117 - Joint Units Agreement 060&030&461U0123

Certificate Of Completion

Envelope Id: 422D53E860304F399A9AEE0E60E882CA

Status: Completed

Subject: Complete with DocuSign: Att-060&030&461U0123.docx

Source Envelope:

Document Pages: 4

Signatures: 5

Envelope Originator:

Certificate Pages: 5

Initials: 0

James Crowe

AutoNav: Enabled

11943 Sunset Hills Rd

EnvelopeId Stamping: Enabled

Reston, VA 20190

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

jacrowe@kingcounty.gov

IP Address: 198.49.222.20

Record Tracking

Status: Original

Holder: James Crowe

Location: DocuSign

5/2/2023 3:15:01 PM

jacrowe@kingcounty.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: King County-King County Executive

Location: DocuSign

Office-Office of Labor Relations

Signer Events

James Crowe

jacrowe@kingcounty.gov

Labor Relations Negotiator

King County

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



CC4A46B18FB9463...

Timestamp

Sent: 5/2/2023 3:19:01 PM

Viewed: 5/2/2023 3:22:18 PM

Signed: 5/2/2023 3:22:25 PM

Signature Adoption: Pre-selected Style

Using IP Address: 198.49.222.20

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

John Scearcy

DocuSign@teamsters117.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:



7AD5B391B59D41E...

Sent: 5/2/2023 3:19:02 PM

Viewed: 5/2/2023 3:23:17 PM

Signed: 5/2/2023 4:40:27 PM

Signature Adoption: Uploaded Signature Image

Using IP Address: 174.164.121.253

Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 5/2/2023 3:23:17 PM

ID: ad5f0682-cdb8-4b71-8eb2-b8390928cc45

Karen Estevenin

karen@pte17.org

Executive Director

Security Level: Email, Account Authentication
(None)

DocuSigned by:



F9FA04DE2B4B46C...

Sent: 5/2/2023 3:19:01 PM

Viewed: 5/2/2023 3:39:24 PM

Signed: 5/2/2023 3:39:33 PM

Signature Adoption: Pre-selected Style

Using IP Address: 173.10.101.249

Electronic Record and Signature Disclosure:

Accepted: 3/31/2022 10:13:33 AM

ID: 603bab73-d9d1-4a48-a6c5-a0c2583fdc5b

Rion Peoples

rpeoples@seiu925.org

Security Level: Email, Account Authentication
(None)

DocuSigned by:



89978F5E8F744B0...

Sent: 5/2/2023 3:19:01 PM

Viewed: 5/2/2023 3:52:04 PM

Signed: 5/2/2023 3:52:45 PM

Signature Adoption: Pre-selected Style

Using IP Address: 172.56.104.36

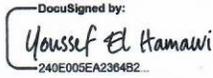
Signed using mobile

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
---------------	-----------	-----------

Accepted: 5/9/2022 10:01:59 AM
 ID: d8a74c0a-b771-4030-8d21-8965212edc42

Youssef El Hamawi
 youssef@pte17.org
 Security Level: Email, Account Authentication (None)



Sent: 5/2/2023 3:19:02 PM
 Viewed: 5/2/2023 3:27:30 PM
 Signed: 5/2/2023 3:36:03 PM

Signature Adoption: Pre-selected Style
 Using IP Address: 67.160.54.191

Electronic Record and Signature Disclosure:
 Accepted: 11/18/2021 4:40:35 PM
 ID: 024fbd46-2cdf-413c-bea7-f1c64a4ed58d

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	5/2/2023 3:19:03 PM
Certified Delivered	Security Checked	5/2/2023 3:27:30 PM
Signing Complete	Security Checked	5/2/2023 3:36:03 PM
Completed	Security Checked	5/2/2023 4:40:27 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County Sub Account - Office of Labor Relations (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact King County Sub Account - Office of Labor Relations:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bmconnaughey@kingcounty.gov

To advise King County Sub Account - Office of Labor Relations of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bmconnaughey@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from King County Sub Account - Office of Labor Relations

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bmconnaughey@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with King County Sub Account - Office of Labor Relations

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bmconnaughey@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County Sub Account - Office of Labor Relations as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County Sub Account - Office of Labor Relations during the course of your relationship with King County Sub Account - Office of Labor Relations.

Certificate Of Completion

Envelope Id: 23B988CF702843E1BF67543FA91A06AE	Status: Completed
Subject: Complete with DocuSign: Ordinance 19625 Attachment A.pdf, Ordinance 19625.docx	
Source Envelope:	
Document Pages: 3	Signatures: 2
Supplemental Document Pages: 9	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Angel Foss
Enveloped Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Angel.Foss@kingcounty.gov
	IP Address: 146.129.133.10

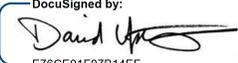
Record Tracking

Status: Original	Holder: Angel Foss	Location: DocuSign
6/6/2023 4:44:20 PM	Angel.Foss@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: DocuSign

Signer Events

Dave Upthegrove
dave.upthegrove@kingcounty.gov
Chair
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

E76CE01F07B14EF...
Signature Adoption: Uploaded Signature Image
Using IP Address: 198.49.222.20

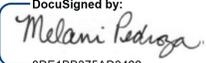
Timestamp

Sent: 6/6/2023 4:46:34 PM
Viewed: 6/6/2023 4:47:01 PM
Signed: 6/6/2023 4:47:24 PM

Electronic Record and Signature Disclosure:

Accepted: 6/6/2023 4:47:01 PM
ID: 19710c74-adb5-401c-b06c-d1251238c6d3

Melani Pedroza
melani.pedroza@kingcounty.gov
Clerk of the Council
King County Council
Security Level: Email, Account Authentication (None)

DocuSigned by:

8DE1BB375AD3422...
Signature Adoption: Uploaded Signature Image
Using IP Address: 198.49.222.20

Sent: 6/6/2023 4:47:25 PM
Viewed: 6/6/2023 4:47:40 PM
Signed: 6/6/2023 4:47:46 PM

Electronic Record and Signature Disclosure:

Accepted: 9/30/2022 11:27:12 AM
ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
cherie camp cherie.camp@kingcounty.gov Legislative Clerk - Ccl King County Council Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/6/2023 4:47:47 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	6/6/2023 4:46:34 PM
Certified Delivered	Security Checked	6/6/2023 4:47:40 PM
Signing Complete	Security Checked	6/6/2023 4:47:46 PM
Completed	Security Checked	6/6/2023 4:47:47 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, King County-Department of 02 (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact King County-Department of 02:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cipriano.dacanay@kingcounty.gov

To advise King County-Department of 02 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from King County-Department of 02

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with King County-Department of 02

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.